8 August 1979

Classification Review Procedure   CRP 79-36

Review of Manuscripts

1. The Agency requires all employees and former employees to submit for review non-official writings and oral presentations prior to publication or presentation. The Publications Review Board (PRB) routinely sends copies of such manuscripts to each of the four directorates and other components as appropriate for review. The DDA has given CRD responsibility for this activity within the directorate, except for the Office of Security, which conducts its own specialized review.

2. The Publication Review Board has decided that the Agency can request deletion of information from a manuscript only if it meets all three of the following criteria: (a) it is properly classified, (b) it was obtained by the author during the course of Agency employment, and (c) it has not been placed in the public domain by the U.S. Government. Furthermore, current employees may be denied permission to publish any part of a manuscript or deliver any part of an oral presentation that would reasonably be expected to have an adverse impact on U.S. foreign relations, national defense, or security.

3. It should be kept in mind that our primary responsibility in CRD is to protect DDA equities. These relate mainly to organizational, administrative, and functional data. This includes the names and numbers of personnel, cover, location and description of facilities, financial and budgetary data, unit identifications or designations below the directorate or office level, communications, security practices, arrangements with other U.S. Government agencies for support or consultation, arrangements with business firms, academic institutions, or other private entities for support, consultation, or procurement, and other sensitive activities which deal with the myriad of responsibilities involved with housekeeping a large organization. Derogatory comments about the Agency (whether true or false), the accuracy of the content, or the literary worth of the manuscript are not the concerns of CRD.

4. When the review is completed, the reviewer will note the results of his review on the transmittal sheet, indicating either that the manuscript, from the DDA point of view, contains no classified information or that certain passages should be deleted or reviewed with particular attention by another directorate. These passages should be cited by page, paragraph, and line, and reasons should be given for the requested deletions. A copy of such a transmittal sheet is attached for ready reference.

5. When manuscripts are received in CRD, they will be given to the appropriate branch chief for review assignment within the branch. They should be returned to the branch chief along with the annotated transmittal sheet upon completion. The branch chief, upon a determination that the findings are in order, will forward the annotated transmittal sheet and manuscript to Chief/CRD for release.

STATINTL

Chief,
Classification Review Division

Attachment

Approved For Release 2002/06/24 : CIA-RDP93B01194R001000240033-9

ROUTING AND RECORD SHEET

STATINTL

SUBJECT: (Optional)   Economic Cycles"

FROM: PRB - Executive Secretary 1F06	EXTENSION	NO.

STATINTL

DATE 12 Jun 79

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DDO/IMS				Please review the attached article and respond by 9 Jul 79.
2.				**STATINTL**
3. DDO/CCS				Reviewer comment
4.				To 11: FOR ACTION SUSPENSE 6 July
5. DDS&T				
6.				To 15:
7. D/OS				From the DDA point of view, with the exception of the Office of Security, we have found nothing of a classified nature in the attached article.
8.				**STATINTL**
9. NFAC Attn:				
10. DDA	6/13	6/13		
11. C/CRG	6/14	6/16		
12. AI/DDA				
13.				
14.				
15. PRB 1F06 Hqs.				

STATINTL (rows 5, 9, 10, 15)

Approved For Release 2002/06/24 : CIA-RDP93B01194R001000240033-9